



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Associate Treasury Program Officer
Staff Services Analyst
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$4400 - \$5348 ATPO
\$2817 - \$4446 SSA

Will consider both classifications

DUTIES:

Under the direction of the Treasury Program Manager II, Item Processing Section, the incumbent performs various administrative and technical tasks in support of the section.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Responsible for preparing, reviewing, tracking and amending contracts for over \$5 million in annual reimbursements between Item Processing and other state agencies.
- Processing items for payment, handling returns, processing forgery items, archiving images and providing daily and monthly reports for items processed.
- Performs as the section's procurement specialist, provides guidance to section staff and acts as liaison with other sections and departments.
- Revises and maintains the Item Processing Procedures Manual. Maintains desk manuals and assists in training staff.
- Researches and implements policies and procedures of the Treasurer's Office, Cash Management Division and Item Processing.
- Provides financial reports, memos, and consulting to outside agencies, banks, and the public regarding reconciling Treasury Accounts.
- Provides financial reports to the Bureau of State Audits for Cash Accountability to balance with the State Controller's Office and Treasurer's Office.
- Provides training and services to agencies using Agency Paid Application.
- Completes special projects as assigned by management.
- Makes recommendations to management on projects and complex problems.
- Evaluates and implements procedural changes in the section.
- Prepares position papers for management.
- Assists in performing batch balancing and verifying of items.
- Processes return items to presenting banks through analysis and write ups.

DESIRABLE QUALIFICATIONS:

- Ability to communicate effectively
- Ability to establish and maintain cooperative working relationships
- Ability to work 6:30 a.m. to 3:00 p.m.
- Ability to work under pressure and handle multiple priorities
- Courtesy and tact
- Good work habits and dependability
- Knowledge of software applications and database programs
- Strong fiscal education and background

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as an **Associate Treasury Program Officer or Staff Services Analyst**.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-330-4223-003" or "820-330-5157-xxx" next to the classification on your application/resume, i.e., Associate Treasury Program Officer (820-330-4223-003) or Staff Services Analyst (820-330-5157-xxx). Please provide proof of eligibility for admittance to the Staff Services Analyst (SSA) examination, i.e., college degree or transcript of completed number of units required for admittance to the exam.

FINAL FILING DATE:

Applications will be accepted **until filled**.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

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